



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 446.1

Job Title: **DATA BASE ADMINISTRATOR**

Pay Grade: 25

### **GENERAL SUMMARY:**

Designs and implements database formats through the analysis of data requirements. Schedules and coordinates routine maintenance of the application database.

### **RESPONSIBILITIES:**

- Designs and develops database formats utilizing data requirements derived from application analysis.
- Documents application database design and structure to provide substantial support for statements made or applications proposed.
- Coordinates the programming of database usage with application personnel to ensure that system demands are achieved.
- Ensures database integrity by setting up database backup and recovery procedures.
- Coordinates training for application personnel, including various aspects of database usage.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Computer Science, Business Administration, Mathematics or a related field.

#### **EXPERIENCE:**

Four years of experience in data processing including systems design, programming, and database application and management are required.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

#### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED: (continued)**

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Database Administrator

*Effective: October 1990*

*Revised: August 1991*